



Council Ordinary Meeting

17 September 2020

Minutes

of the

**Ordinary Council Meeting
held at the
Wujal Wujal Aboriginal Shire Council Chambers**

1. WELCOME/MEETING OPENING

Mayor Creek declared the meeting open at

2. ATTENDANCE/APOLOGIES

Members Present:	Cr Bradley Creek, Mayor (Chair) Cr Regan Kulka Cr Vanessa Tayley Cr Robert Bloomfield
Apologies:	Cr Vincent Tayley (Deputy Mayor)
Officers/ Staff:	Stephen Wilton – Chief Executive Officer (CEO) Harish Nair – Director Finance and Corporate Services (DF&CS) Victor Mills – Director Works and Building Services (DW&BS) Amelia Fagan – (Executive Assistant)
Observers:	
Presenters / Visitors:	10.30am Department of Environment and Science – Mr Scott Sullivan, Ms Rachel Allan, Ms Hollie Wakefield and Ms Carrie Goldsmith – DES relationship with Local Government 1.00pm Department of Housing Public Works – Mr Mick Gooda (First Nations Advisor on Indigenous Housing) Mr Rick Healey and Mr Benjamin (B.J) Thompson – Community Housing Action Plan

Resolution:	That Council accepts the apology from Deputy Mayor Vincent Tayley.	
Moved:	CEO Steve Wilton	CARRIED 4/4
Seconded:	Cr Vanessa Tayley	
Decision No:	0117092020	

3. CONDOLENCES/CONGRATULATIONS

Condolences

Mary Bin Sali Family
Ambrym Smith Family
Palm Island Families
Shane Singleton Family

Congratulations

6. REPORTS

6.1 Mayor's Update

- 6.1.1 Teleconference on Housing with Mick Gooda & Minister Mick De Brenni.** Mayor to give verbal report.

NOTED

- 6.1.2 Education meeting** - met with Education Department on 3/9/20 to discuss education matters and how to improve them.
Mayor to give verbal report.

NOTED

- 6.1.3 Teleconference with DDMG on Covid 19 updates.** Mayor to give a verbal update.

NOTED

- 6.1.4 Teleconference – Cape York Community Engagement Initiative** Mayor to give a verbal report on discussions held.

NOTED

- 6.1.5 Community Cabinet – Cairns Premier & Ministers – will be attending on 31/9/20**

NOTED

- 6.1.6 Correspondence – Media Releases**

NOTED

Resolution:	That Council receives and adopts the Mayor's report for the month of September 2020.
--------------------	--

	CEO to commence Community Consultation to endorse a Community Advisory Committee to be undertaken after elections to support Local Thriving Communities initiative.	On Hold	Former Mayor was on the Community Advisory Board this committee needs to reconvene. 33 new Mayors across the state. Only 5 sitting Mayors returned to ATSI Councils.
GENERAL BUSINESS			
	Housing Maintenance reviews needed. CEO to ask DHPW and report back to the Council at the next meeting.	On Hold	
	No follow up on bitumen roads since the floods. Can we start talking to TMR and QRA about funding for this. SES needs tidying up to make it a bit more accessible. CEO to investigate and follow up and advise at next council meeting.	In progress	Talking to TMR
Council Meeting held 20 February 2020			
Res: 0820022020	That Council approves and adopts the proposed Singapore Ant Management Regime and direct the Chief Executive Officer to seek funding for the implementation of the regime in conjunction with the Department of Housing and Public Works. Moved.	In Progress/ On Hold	Still advocating for funding.

	to be captured and the people involved more. CEO advised restrictions are preventing this at present. CEO suggested they make a video and community can then attend the Council to watch this. CEO to discuss with Auntie Marie Shipton and find out the contact to make this happen.		community engagement when restrictions ease. They will get back to Council re our video suggestion
--	---	--	--

Council Meeting held 30 June 2020

CEO Report 6.2.2 Res No. 0330062020	Adoption of Human Rights Policy.	CEO to sign off and ensures this policy is uploaded to the WWASC website	Completed
CEO Report 6.2.3 Res No. 0430062020	Adoption of Complaints Management Policy noting the reference to the Human Rights Policy	CEO to sign off and ensures this policy is uploaded to the WWASC website	Completed
CEO Report 6.2.4 Res No. 0530062020	That Council ACCEPTS the formal offer to purchase the Donga from WWASC formally known as the Hair Dressing Salon located on Third St Ayton for \$3500 by Jack and Tracey Ditchfield as detailed in letter to CEO Stephen Wilton 12 June 2020. As is condition no cost to Council.	CEO to inform Jack and Tracey Ditchfield in writing that the Council accepts their offer.	Advice provided to applicant 30 June 2020
DW&BS Report			

Guest Speaker	That Council resolves to endorse the Reef Guardian Program and resolves to adopt the MOU for this term of Council. The Council nominates Patrick Nandy Jnr as the representative to attend working group meetings and the Mayor and CEO to attend executive meetings.	CEO to sign MOU	Complete
Closed session Res No. 1216072020	That Council appoint or engage NCP Contracting to undertake, design and construct the Wujal Splash Park AS2124 (Local Buy contract BUS270) to the value of \$871,490 excluding GST outlined in the agreement by NCP Contracting.	CEO to sign contract	Complete
Closed session Res No. 1316072020	That Council engage Aqua Manage Service Propriety Ltd to monitor and service remote access and review the Scada Network System for a period of 12 months.	CEO to sign	Complete
General Business Res No. 1416072020	That Council enters/signs the contract for the Queensland Container Refund Scheme in the new recycle shed as supplied by Container Exchange (QLD) Limited.	CEO to sign	Complete
General Business	Councillors raised concerns about Shanty's on the beach	CEO to raise this with Cook Shire Council	

NOTED

6.2.1 COVID-19 – August - September -STATUS REPORT

Staff from Town Planning, Remote Indigenous Land and Infrastructure Program Office from the Department of Aboriginal and Torres Strait Islander Partnerships have assisted Council in preparing the amendments to align the Planning Scheme to the Planning Act 2016.

Once the amendments are made by resolution a notice will be published in the Queensland Government Gazette. The template of the notice is shown below

PUBLIC NOTICE/GAZETTE NOTICE

**PUBLIC NOTICE OF ALIGNMENT AMENDMENT TO THE
WUJAL WUJAL ABORIGINAL SHIRE COUNCIL PLANNING SCHEME MADE
UNDER THE ALIGNMENT AMENDMENT RULES AND
THE *PLANNING ACT 2016*, SECTION 293**

Notice is hereby given that on 17 September 2020 the Wujal Wujal Aboriginal Shire Council made the Wujal Wujal Aboriginal Shire Council Planning Scheme alignment amendment under the Alignment Amendment Rules and section 293 of the *Planning Act 2016* to the Wujal Wujal Aboriginal Shire Council Planning Scheme (the **alignment amendment**). The alignment amendment will commence on 9 October 2020.

The alignment amendment has the purpose and general effect of aligning the terminology of the Wujal Wujal Aboriginal Shire Council Planning Scheme with the *Planning Act 2016* and making codes more robust for the purposes of development assessment using the new decision rules.

A copy of the alignment amendment may be inspected at and purchased from Lot1 Hartwig Street, Wujal Wujal. The Wujal Wujal Aboriginal Shire Council Planning Scheme can also be viewed online and downloaded at <http://www.wujalwujalcouncil.qld.gov.au/>.

For further information, please either visit the council customer service centre or telephone or email council on (07) 4083 9100 or info@wujal.qld.gov.au.

Stephen Wilton
Chief Executive Officer
Wujal Wujal Aboriginal Shire Council

RESOLUTION

Resolution:	RESOLUTION TO MAKE AN ALIGNMENT AMENDMENT TO THE WUJAL WUJAL ABORIGINAL SHIRE COUNCIL PLANNING SCHEME UNDER THE ALIGNMENT
--------------------	--

6.2.3 WWASC Social Media Report

The statistics from Council's Facebook page will be tabled and discussed

Page Summary Last 28 days ↕

Export Data 

Results from Aug 12, 2020 - Sep 8, 2020

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Organic Paid

Actions on Page

August 12 - September 8

1

Total Actions on Page ▲0%



Page Views

August 12 - September 8

103

Total Page Views ▼50%



Page Previews

August 12 - September 8

4

Page Previews ▼64%



Page Likes

August 12 - September 8

18

Page Likes ▼63%



Post Reach

August 12 - September 8

2,382

People Reached ▼86%



Story Reach

August 12 - September 8



We have insufficient data to show for the selected time period.

Recommendations

August 12 - September 8



We have insufficient data to show for the selected time period.

Post Engagement

August 12 - September 8

118

Post Engagement ▼94%



Videos

August 12 - September 8

13

3-Second Video Views ▼81%



Page Followers

August 12 - September 8

18

Page Followers ▼66%



Orders

August 12 - September 8

0

Number of Orders ▲0%

0

Earnings from Orders ▲0%



NOTED

	Management team regarding dog fees and charges will be considered and reported to the Council.		
Council Meeting held 30 June 2020			
Mayor's Report 6.1.3	Discuss Council's plans for the shop	DF&CS to report back on options	Same as 6.1.6-CEQ rep (Fred Gela) coming to August OM?
General Business Council Uniforms	DF&CS is looking into procuring uniforms after the budget is adopted.	DF&CS to report back on options	Details included in the August OM report- progress based on the discussion
NAIDOC	Community BBQ to plan. More orders of NAIDOC shirts to be looked into. Community shirt?	DF&CS to report back on.	Uniform budgeted for 2020-2021. NAIDOC shirts can be bought directly from Bundarra. Council won't be involved in this process.

- Option of Holly Sanders- can design 3 artwork samples in high resolution exclusively for Council by November as she is currently working on other projects

NOTED

6.3.4. Information Management Policy

- Council's Information Management Policy is due for review. DF&CS formatted the Policy provided by Information Management Officer. Policy has been reviewed by the CEO & DF&CS. **Draft Policy** is at **Attachment 2**

NOTED

6.3.5. Finance Manager Report

- No reports received- Finance Manager on leave

NOTED

6.3.6. Account Payable Officer Report

Reporting Period	August 2020
Reporting Officer	Vivien Donahue

Open Purchase Orders

- As at 31 August 2020, open purchase orders to the value of \$2,380,253.15 which is a true reflection of what Council owes its suppliers/contractors. Open purchase order report is now reviewed on a weekly basis

Summary of creditors run for the month

Payment date	Total payment	Comment
04/08/2020	\$200,000	Payment to FNQ Pipelines
01/08/2020	\$100,000	Payment to FNQ Pipelines
06/08/2020	\$45,902.97	Largest payment to Lowes Petroleum - \$12,787.42

6.3.8. Payroll Officer Report

Reporting Period	August 2020
Reporting Officer	Renelle Shipton

Total number of employees as at 31 August 2020	62
--	----

Staff movement for the month

Appointments	-
Resignations/terminations	2

Summary of Pay run for the month:

Pay period ending	Total gross payment
04/08/2020	\$81,643.65
11/08/2020	\$79,114.09
12/08/2020	\$3,508.43
18/08/2020	\$79,163.54
25/08/2020	\$85,048.57
26/08/2020	\$14,154.12

NOTED

6.3.9. Information Management Officer Report

Reporting Period	August 2020
Reporting Officer	Wendy Rowlands

Council's Information Management Policy was due for review 25/01/2020, the review period was unfortunately overlooked. I have now reviewed the policy and believe it is still relevant and current in its present form. Apart from the version control number and authorization on page ten along with a new date for review and adoption there are no amendments to this policy. Therefore, unless Director Finance and Corporate Services, CEO or Council require any other amendments to the policy I have attached the new

at Telstra that can walk me through each of the phones to reset the message bank passwords!!

Fourier are organising to travel to Wujal to install the Public Access internet at the Library however they are yet to set a date. I have circulated an email to all staff to send me any issues they have so we can send a list to Fourier to fix or troubleshoot any problems during the same trip to save travel money and time and optimize their visit to Wujal. I encourage any Councilors to advise me of any issues that they have, and I will add them to my list for when they come.

Troubleshoot slow connection at the depot with Fourier – The depot computers have been performing under their optimum speed, although the connection at the depot is always sluggish it has slowed considerably more over the past weeks. Fourier have recommended we purchase a new media converter for the switch box rack at the depot as the present one is old and malfunctioning. As this is an unexpected and unforeseen issue it was not included in the budget.

I have also taken on the duties of updating the Council website until the new PA is on board.

NOTED

Resolution:	That Council receives and adopts the DF&CS report for the month of August 2020.	
Moved:	Cr Vanessa Tayley	CARRIED 4/4
Seconded:	Cr Robert Bloomfield	
Decision No:	0617092020	

Annual Leave Expense		55,524.98
Sick Leave Expense		26,856.59
Public Holidays		7,594.88
Long Service Leave Expense		7,039.77
Recoveries-Superannuation		-45,047.92
Recoveries-Annual Leave		-44,832.55
Recoveries-Sick Leave		-15,260.94
Recoveries-Public Holidays		-15,260.94
Recoveries-Long Service Leave		-4,988.10
Recoveries-FP<		-5,968.42
Recoveries-Workcover		-4,300.97
Recoveries-WH&S		-5,879.35
Recoveries-Training		-5,879.35

Employee Costs and Recoveries	0	15,627.44
-------------------------------	---	-----------

CORPORATE SERVICES	15,400.86	277,965.52
--------------------	-----------	------------

CORPORATE GOVERNANCE

Governance Expenses		54,321.85
Councillors Remuneration		57,459.15
Councillors Conference/Wshop Exps		660.94
Other Operating Expenses		1,970.05

Executive	0	114,411.99
-----------	---	------------

CORPORATE GOVERNANCE	0	114,411.99
----------------------	---	------------

TECHNICAL SERVICES

Counter Disaster Exp-Wages		3,613.06
Counter Disaster Exps-Non-Wages		4,051.24
Works External Plant Hire Revenue	318.15	
Works Administration Costs		79,461.23
Works Overhead Recoveries		-19,667.66
Works Training/Tickets/Licence Renew		38.4

Technical Services Office	318.15	67,496.27
---------------------------	--------	-----------

Street Maintenance Works Street Maintenance Costs		292.12
---	--	--------

Street Maintenance	0	292.12
--------------------	---	--------

Parks and Gardens P&G Maintenance Costs		94,322.65
---	--	-----------

Building Operating Expenses- Wages		11,661.43
Building Operating Expenses- Non wage		2,139.57
Buildings Rep & Maint-Wages		57,715.29
Buildings-Rep & Mtce Non- Wages		9,797.06
Building Services Training Costs		1,377.75
Recoverable W-BAS Responsive Rev	44,000.36	
BAS DPHW Responsive Expenditure		17,912.64
Stores on cost Recovery		0
Creditors on cost Recovery		-41,128.89
Wages on cost Recovery		-42,582.27
BAS DPHW Planned Maint. Revenue	87,503.00	
BAS DPHW Planned Maint. Driveways	262,350.01	
BAS DPHW Planned Maint. Expenditure		45,985.03
Interim Remote Capital Prg Expenses		33,247.16
Buildings	421,893.38	96,124.77
TECHNICAL SERVICES	1,404,841.63	333,948.26
CORPORATE SERVICES	1,420,242.49	726,325.77
COMMUNITY SERVICES KINDERGARTEN - Operating Expenses		33,747.29
KINDERGARTEN	0	33,747.29
COMMUNITY PROJECTS	0	33,747.29
LIBRARY - Operating Exp		7,059.50
First 5 Forever Expenditure		7,786.54
LIBRARY	0	14,846.04
Arts Centre - Gallery Revenue	4,654.54	
Arts Centre - Gallery Purchases		6,331.00
Cultural - Arts Centre	4,654.54	6,331.00
IRADF IRADF Grant 2020-21	25,000.00	

Patient Travel			
NJCP Radio Arts Culture 4-4XYYQVV	66,430.00		
NJCP Expenses Arts, Culture, Radio		11,087.33	
NJCP Arts, Culture, Radio	66,430.00	11,087.33	
OFTA Indigenous Broadcasting Program			
RIBS	66,430.00	11,087.33	
CARE FACILITIES	299,590.62	79,153.29	
COMMUNITY SERVICES	354,245.16	177,986.16	
	=====	=====	=====
	=	=====	=
TOTAL REVENUE AND EXPENDITURE	1,774,487.65	904,311.93	870,175.72

NOTED

Attachment 2- Information Management Policy

The purpose of this policy is to establish a framework for Wujal Wujal Aboriginal Shire Council

to effectively fulfil its obligations and statutory requirements under the Public Records Act 2002

and advise all staff of their obligations in relation to the creation and maintenance of records within the Council in a manner that is compliant with the standards set out by Queensland State Archives.

SCOPE:

This policy applies to all aspects of Council business, all records created or received during the conduct of business activities and all business applications used to create records including email, database applications and websites.

This policy applies to all records regardless of format, including both physical and electronic records, including emails.

All practices concerning recordkeeping within Council are to be in accordance with this policy which provides the overall framework for any other corporate recordkeeping policies, practices or procedures.

PREAMBLE:

The Wujal Wujal Aboriginal Shire Council recognises its regulatory requirements as a QLD Local Government Authority and is committed towards achieving the principles and practises set out in the Information Standard 40: Recordkeeping (IS40) by establishing and maintaining best recordkeeping practices to meet its business, legal, community and cultural needs, and accountability requirements.

Council's records are its corporate memory, and as such are a vital asset for its ongoing operations, providing valuable evidence of business activities, transactions, communications, decisions, and cultural heritage. Records management is therefore regarded as a core component of Council's functions.

DEFINITIONS:

"Accurate Records"

Records must accurately reflect what was communicated, decided or done (or not done). That is, the records content, context and structure can be trusted as a true and accurate representation of the transactions, activities or facts that they document and can be depended upon in the course of subsequent use.

“Disposal”

The action concerning the fate of records. Disposal includes: Destroying, deleting or migrating a record, and abandoning, transferring, giving away, donating or selling a record or part of a record.

“Electronic Mail – (E-mail)”

E-mail is a computer-based message sent over a communications network to one or more recipients. It may be transmitted with attachments such as electronic files containing text, graphics, images and digitised voice and video or computer programs.

“Evidence”

Information that tends to prove a fact. Not limited to the legal sense of the term.

“Full and Accurate record”

Full and accurate records are a combination of processes and essential attributes of records. To be a full and accurate record according to IS40 principle 7, a public record must possess the following processes and attributes:

Created	Meaningful
Captured	Accurate
Retained	Authentic
Preserved	Inviolable
Adequate	Accessible
Complete	Useable

“Metadata”

Structured information that describes &/or allows users to find, manage, control, understand or preserve other information over time.

“Public Record”

Any form of recorded information; both received and created that provides evidence of the decisions and actions of a Public Authority while undertaking its business activities.

Public Records may be in any format- not just traditional paper records. Information can be recorded in a range of formats including but not limited to:

- Paper, Microfilm, Electronic

- Personal information such as:

Personal notes from a training session, resume and personal emails*unless a large percentage of the email is business related

** Documents which are not Public Records should not be stored in the Council Record keeping System and may be destroyed when reference ceases.

“Recordkeeping System”

Information system, which captures, maintains and provides access to records over time

“Records”

Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity

“Records Management”

The discipline and organisational function of management records to meet operational business needs, accountability requirements and community expectations

“Magiq” – (Enterprise Content Management)

Enterprise Content Management refers to the technologies, strategies, methods and tools used to capture, manage, store, preserve and deliver content and documents related to an organisation. MAGIQ is a brand of Electronic Records and Document Management System (eDERMS)

“Transaction”

The smallest unit of business activity, uses of records are themselves transactions

“Transitory/Ephemeral”

Transitory/Ephemeral records are items of short-term informational value that only need to be kept for a limited or short period of time, such as a few hours a few days. The General Disposal Schedule for Administrative Records indicates that ephemeral records include:

- Short term items such as phone messages, notes, compliment slips, office notices and circulars when the message does not relate to the business functions of the agency
- Rough working papers created in the preparation of official records;
- Drafts not intended for further use or reference, excluding official version drafts of agreements, submissions and legal documents;
- Duplicate copies of material retained for future reference purposes only;
- Spreadsheets which have no further value once the work to which it contributed has been completed (i.e., no continuing value for administration or research)

Managers are responsible for supporting this policy through ensuring records are created and managed within their departments in a way which complies with the Records Management Policy and procedures. In doing so, Managers should create and support the creation of records by staff, as part of normal business practices, as well as actively promote and support a positive recordkeeping culture through resource allocation, and other management support.

The Records Management unit is responsible for:

- Identify recordkeeping requirements in consultation
- Provide training and education to Council staff in relation to recordkeeping requirements
- Develop, implement and promote strategies, procedures and policies to ensure that all records are managed effectively
- Manage retention and disposal of public records in accordance with approved retention and disposal authorities issued by Queensland State Archives
- Monitor compliance and management of records and recordkeeping within this organisation consistent with the standards described in this policy

The Information Technology section is responsible for maintaining the technology for Council's recordkeeping system, by providing support and infrastructure to ensure that records kept in electronic form are managed so that they are accessible, readable, inviolate, complete, comprehensive and authentic for as long as required.

All staff are responsible for the creation and capture of full and accurate records as defined by this policy.

Creation and Capture

- Council requires all staff to ensure full and accurate records are created in all instances where there is a need for Council or an individual to be accountable for, and /or provide evidence of, decisions made or actions taken (for information on a "full and accurate record" see definitions). For further assistance with creating full and accurate records please see the Records Management staff
- All records identified as Public Records should be captured as soon as possible into the, into the recordkeeping system "Magiq"
- All staff are responsible for capture or initiating the capture of records that are identified as Public Records in accordance with established procedures.

Storage and Access

- Hoarding or storing records (including emails) on or in informal/personal managed filing systems, network drives or email archive folders does not achieve compliance with the recordkeeping requirements under the Public Records Act 2002 or *Information Standard 40: Recordkeeping (IS40)*. Records must be made accessible and available for use over their lifetime to other staff (subject to normal security provisions); therefore, records that are public records must be captured into "Magiq"

Stephen Wilton
Chief Executive Officer

Date: 17 September 2020

Resolution:	That Council receives and adopts the Wujal Wujal Information Management Policy	
Moved:	Cr Vanessa Tayley	CARRIED 4/4
Seconded:	Cr Regan Kulka	
Decision No:	0717092020	

11.00am

Guest Speaker – **Scott Sullivan from the Department of Environment and Science along with colleagues** Ms Rachel Allan, Ms Hollie Wakefield and Ms Carrie Goldsmith

Presented a discussion paper – Reframing Our Regulatory Relationship with Aboriginal and Torres Strait Islander Councils.

Wanting to change how DES works with Council. Previously would come in and carry out inspections and point out what was wrong.

Eager to have more input from Council and the community into how they can help with environmental issues.

Some of the issues discussed were illegal dumping of waste, and the need for public awareness (visitors to country respecting the natural environment) possibility of public toilets at heavily frequented rest stops and signage.

11.45am

	talk about lease agreements.		
	Cr Regan Kulka suggested an education awareness campaign for damage to equipment from waste being flushed down toilets. Will use radio, Facebook and newsletter to combat issue. DW&BS to collate information and share to various media platforms.	Complete	DW&PH is aware of the situation and will try and educate their tenants, Council looking at education through the newsletter/Radio and home visits.
Res: 1223042020	Council accepts NCP under the Local Buy Contract number # BUS270, to design and construct the Recycle Centre and the China Camp slip, also the China Camp drainage works. Funding allocated Recycle Centre, ATSI/TIDS - \$945,000.00 + ICCIP - \$800,000.00 and China Camp, QRA - \$3,000,000.00, the dollar amount is just what budget I have for these projects, Contractors estimate – Recycle Centre - \$1,615,410.00 and China Camp - \$1,094,000.00. CEO/DW&BS to advise NCP in writing.	Complete	NCP has contract has been awarded, construction has commenced.
General Business	Concreting – Walkway to the Sports oval? DW&BS to investigate. Possible boundary issues and will need to go through the design, approval then funding. DW&BS will come back to council at a later date with	In Progress	Project Manager and Works Coordinator has scoped the area and looking at options prior to approaching DSC.

	DW&BS to advise Kindergarten Manager in writing.		minutes from the April meeting, what else does she want?
General Business	Uniforms not being worn. Technical Services staff not wearing uniforms. DW&BS to enforce this.	Ongoing	Last procurement of uniforms were done by Trevor/Susanne, uniforms are not WH&S compliant, received 3 quotes for Depot staff re issue and we are looking at 16,000.00.
Council Meeting held 30 June 2020			
Centrelink Report 6.4.9	Follow up on letter to be drafted to CEO to pursue job share position for someone in the community to train and assist at Centrelink.	Complete	Currently there is Michelle Barath in with Aunty Marie.(Complete)
	Messaging to go out to community about closure of Veterinary Services in Cooktown. Investigate opportunity for Wujal Wujal to offer some of these services.	Complete	Have requested notice to be put on the website 1/7/20, email was sent to EA.
	Charlie's Tourism Centre still needs a building compliance certificate. DW&BS to contact contractor re: x-ray photography of internal walls etc.	In Progress	P/O was sent to RECS Engineering to hire an x-ray machine to determine compliance in steel works, once inspection complete and all above board then a form 16 will be issued. (RPEQ)
General Business	Additional lighting is needed at the Ayton boat ramp. DW&BS to report back to Council.	In Progress	Cook Shire have been notified, DW&BS will advise once actioned.
Council Meeting held 30 June 2020			
DW&BS Report 6.4.5 Art Centre Report	Discussion with Vikki on supporting artists to work at home	DW&BS to follow up	

B15451 Upgrade works	\$54,043.00	100%	45 Heorlein St
B13872 Cupboard Upgrade	\$1232.00	100%	72 Douglas St
B13872 Cupboard Upgrade	\$1820.00	100%	73 Douglas St
B15454 OT modification	\$62,020.00	100%	2 Yalanji Close
Kindy Upgrade	\$770,000.00	100%	Kindy Upgrade

BAS RESPONSIVE MAINTENANCE

. We have raised 68 Invoices between the period of 1st August 2020 to 31st August 2020.

Total amount \$134,125.19

- 66 Responsive work orders to the value of \$37,871.89
- 2 Planned Maintenance work orders to the value of \$96,253.30

Construction OF CONTRACTORS QUARTERS:

Lot 115 little Douglas street ready for construction.

Contractors Quarters Stages

- External Walls Rendered
- Internal Plasterboard installed
- Soffits installed
- BBQ ceiling installed
- Site clean

kindy house: internal fire walls installed, will be inspected this week.

fire walls between the 2 units.

- Topsoil still need to place around building
- Internal finished
- Waiting on oven to arrive, when installed internal will be complete

Fencing is still being installed

COMPLETED PROJECTS:

Kindy Upgrade – 100%

29Hartwig Street Bathroom Upgrade – 100%

119A Hartwig Street Bathroom Upgrade – 100%

6.4. POST OFFICE REPORT

Reporting Period	August 2020
Department	Post Office
Reporting Officer	Neal Ransom

STATUS

- The Post office is keeping the social distancing rule in place until Auspost Area Manager can give us the all clear to trade as per normal.
- There has been a significant increase in the withdrawal of monies as the people have been getting extra payments due to the virus. I have had to limit the amount that can be withdrawn until Cairns Head Office can send more money to bring us up to our legal limit.
- The deliveries of parcels have increased and there are still some delays at Airports not releasing the parcels, some people have been waiting over 4 months for their deliveries. Due to stamps not being available at the moment, I have ordered prepaid envelopes. The Post Pay service is running as normal with an increase of clients paying their various bills here. Our Telco prepaid credit vouchers also have increased as the community is now aware that the Post Office has this service.

UPDATES

STATUS

The Post office is keeping the social distancing rule in place until Auspost Area Manager can give us the all clear to trade as per normal.

There has been a significant increase in the withdrawal of monies as the people have been getting extra payments due to the virus. I have had to limit the amount that can be withdrawn until Cairns Head Office can send more money to bring us up to our legal limit.

The deliveries of parcels have increased and there are still some delays at Airports not releasing the parcels, some people have been waiting over 4 months for their deliveries.

The Post Pay service is running as normal with an increase of clients paying their various bills here. Our Telstra prepaid credit vouchers also have increased as the community is now aware that the Post Office has this service.

UPDATES

- Monies still being delivered regularly.
- New small-medium and large post bags are available with a 5kg limit
- Pre-Paid envelopes are now here
- Prepaid Vouchers are available for all major Telco companies: Telstra, Optus and Vodafone just to name a few

Expenditure for August

1. Kmart Smithfield - \$526.75
2. Modern Teaching Aid - \$1220.74
3. Modern Teaching Aid - \$851.01

Emergency Evacuation Diagram

- ✓ 03/08/2020 – I requested a quote from Trinity Fire Service
- ✓ Trinity replied with quote \$115.00 per hour
- ✓ Sent Trinity Fire diagram to review
- ✓ Waiting on final print

NOTED

6.4.3

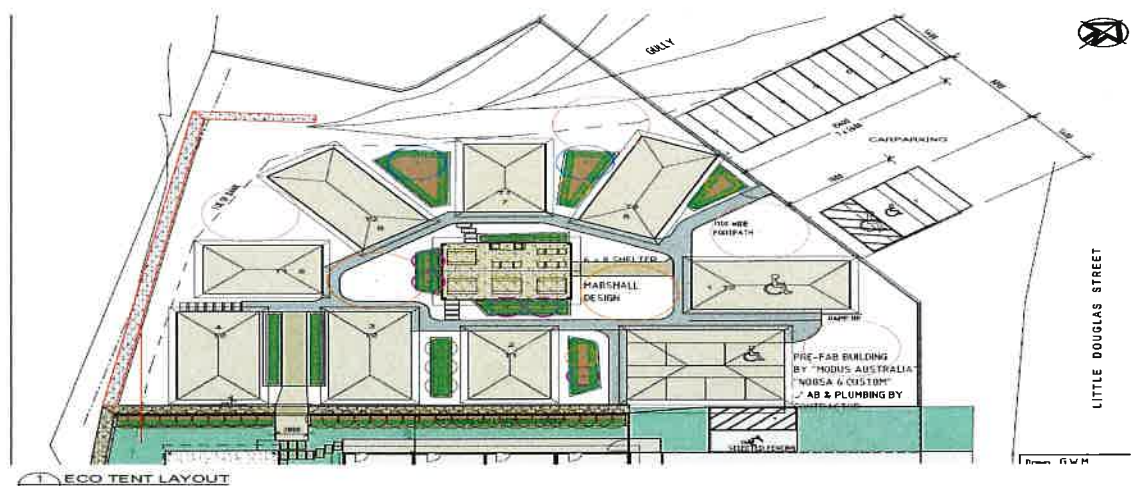
Reporting Period	August 2020
Department	Centrelink
Reporting Officer	Marie Shipton & Michelle Barath

- Tasks completed for August – Required Centrelink Training
- Statistics completion date 7 September 2020 - done
- Ongoing MyGov accounts registration for community clients
- Recommendations – Replacement Centrelink shredder & ongoing issues with Centrelink outgoing faxes still unresolved
- Recent conversation with CEO regarding a Centrelink trainee position becomes available in near future due to heavy demand on the current Cultural Officers duties (not always available for Centrelink duties)



Project: Eco Tent Lodge

- Final design sent to contractors for quotes
- Extension has been granted to the end of April 2021



Project: Wastewater Network Upgrade

6.4.4 CAPITAL PROJECTS REPORT

Reporting Period	August 2020
Department	Operational Works & Services
Reporting Officer	Geoffrey Rosendale

Town-parks

At the moment the men are clearing around the water tanks and along fence lines to prepare for control burning on the south side allotments within a week or so weather permitting. We have all our ride on mowers back running in good order thanks to Matty and Branxton in the workshop so we can concentrate on the main streets, having our tractor-slasher down puts pressure on the men but they battle on.

I spoke to Director & Project Manager about doing up a new mapping program to see where we are around town and everyone is on the same page with mowing – whipper snipping – spraying. This will also benefit Environmental Officers with data for feral weed control.

Road crew (civil works)

China camp slip works project is all go; our crew prepared all ground works for the drilling crew & gabion crew and will be assisting these crews as projects develop. We have Northern Traffic Control implementing a safe route for traffic and workers alike and doing a great job. South side driveways variations is complete and is looking good. Recycle centre is almost coming to completion just a few minor works with the washdown bay, Laurie will know more on that.

Our mini excavator & backhoe has almost done 700 hrs each and showing signs of fatigue.

I would like to see training and upskilling of operators to be more familiarised with plant and to operate in a safe manner.

Control Burn

Cool burn complete in Community and all the Northern area, looking at next month to burn the Southside area, permits approved, liaising with local RFB Mal Diprose for when it is appropriate to burn. Public relations were sent out to clients/stakeholders in the area, also broadcasted on our local radio station and notice boards.

-
2. China Camp Rd - Additional scope of work finalised and being negotiated with QRA. Reviewed for Con drawings with QRA versus the approved treatments.
 3. Flood Warning System - Reviewed the documents provided by the QRA and commenced initial scope of work.
 4. WWRC2020 - Project Complete. WWASC to complete defects inspection and advise prior to granting PC for TMR part of the project.
 5. WWSN2020 - Sewer Network Upgrade Project - On track

Major Tasks Completed for August:

1. WWBSC2019 - Bank Guarantee closed out with Douglas Shire Council
2. Monthly reports up to date with QRA, TMR and DLGRMA
3. Project Request form submitted and negotiated with DLGRMA
4. Flood Warning system - reviewed documents supplied by the QRA
5. Reviewed the BOM requirements for the flood warning network
6. Commenced initial scope of work for the flood warning system
7. China Camp Rd budget amendment to include estimates of Council rates based on July program of works.
8. China Camp Rd - Risk Assessment Plan and PMP.
9. Co-ordination of meetings undertaken with funding agencies
11. WWSN2020 - Sewer Network program - reviewed works program and amended to suit funding deadline.
12. Commenced discussions with QRA, DLGRMA and NBN RE: Internet connectivity in WWASC

No Council resolutions for August.

Tasks for September:

1. Flood Warning System - Final Scope of Work including design
2. Flood Warning System Procurement of contractor (D&C) to commence
3. Scope of Work for Internet Connectivity Project and funding requirements through funding agency.

Funding/Agreements/Financials:

- The Bana Yirriji art centre has received \$25,000 for IRADF, Indigenous Regional Arts Development Fund.

Spent for the month of August	Item
\$3,998.50	Create and print 5000 new art centre brochures. The old brochures were all destroyed in 2019 flood.
\$3168.00	Design print and ship 6 new banners/flags for the art centre. The flags were also damaged in the 2019 flood.

Information:

- As of Monday 17th August 2020, CDP participants can choose to volunteer to attend Work for the Dole Activities. All activity sites have limits on participants it can hold to meet social distancing requirements.
So far, there have been no volunteer participants.
- The art centre has been supplying the artists with art materials, so they can work from home. My pathway is dropping the art supplies to artists homes and picking up finished art works.



- Briody plumbing

Briody plumbing are doing the sewer upgrade and inspections of all pits and wells. They will be on site for a few months to complete this work to

Stop water intrusion into the sewer system.

All sewers will be cameraed and cleaned with jetters

- The water park construction will commence this month hopefully finished for the hot season this will be a major asset to the community.
- Water treatment plant

Due to covid we were unable to get aquamanage

on site to reprogramme the plant. We did manage to get Austek from Cairns to do this work for us.

The problem was the lack of flow through the membranes. The plant has now been recalibrated

and is producing well. We are getting remote monitoring fitted to the plant this will allow service people access to reprogramme without visiting the site. We do not have the programmes to do this ourselves. We will endeavor to be upskilled so we can do the programming on site.

NOTED

6.4.7 IKC REPORT

Reporting Period	August 2020
Department	IKC – Indigenous Knowledge Centre
Reporting Officer	Kylie Mills

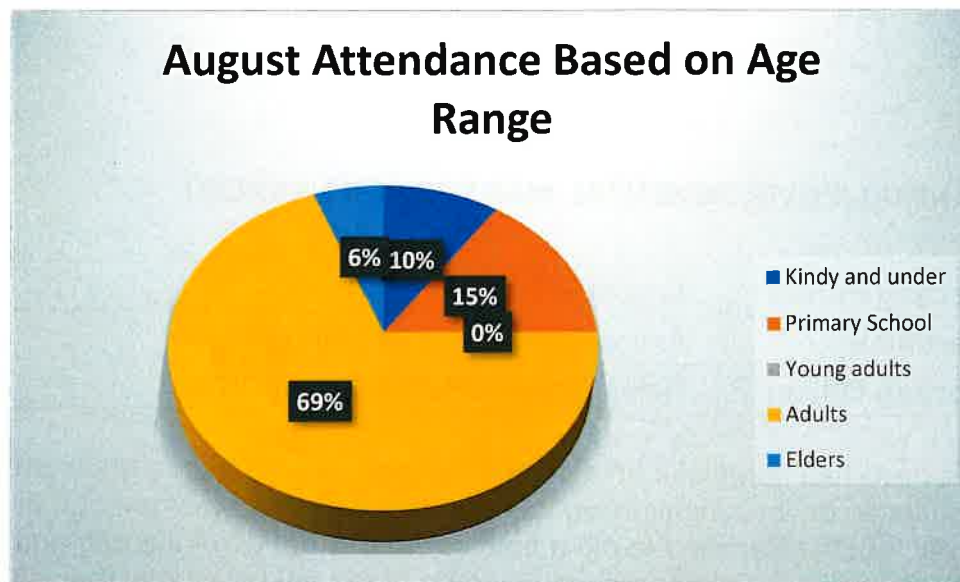
- Grant application submitted for Deadly Digital Communities for the 'Switched On' project. Information in project table.
- Completed and returned the State Libraries Queensland's Statistical Report for the 2019/20 year.
- Complete and returned impact story report for the computer donated by SLQ.

**First 5 Forever –
Kids Room**

\$15,000

- Extended until 30/11/2020 due to Covid-19.
- Have secured an artist to paint a mural on the kid's room wall. They will start at the beginning of September.
- Furniture and activity resources are starting to arrive.
- Kids have been enjoying the space already and are beginning to take some ownership and pride in it.





NOTED

6.4.8 HACC REPORT

Reporting Period	JULY 2020
Department	HACC
Reporting Officer	Stephanie Dick

1. Tasks completed for the month.

- July HCP Medicare claim submitted on the 4/09/2020
- Assistance with stolen wages claims for clients.
- Organising First aid and CPR-Renewals and refreshers for Council employees- number needs to be confirmed to me by COB 11/09/2020 Emails sent to Managers
- Staffing Performance appraisals completed 2/4
- Updates on client from Occupational Therapist- Client due back to community 27/08/2020- updates on documentation in progress. Extra support services may need at home.

2. Spent for the month, this can be captured through your Requisition book
7/08/2020 – Contractor garden maintenance - \$ 1320.00

07/08/2020- Clients Meal Supply - \$1151.41

18/08/2020- Clients Meal Supply - \$921.26

3. Some of you May have templates that you use, please disregard and provide dot points and couple of pics'

NOTED



NOTED

Resolution:	That Council receives and adopts the DW&BS report for the month of August 2020.	
Moved:	Cr Robert Bloomfield	CARRIED 4/4
Seconded:	Cr Vanessa Tayley	
Decision No:	0917092020	

The council adjourned for lunch at 12.53pm and returned to chambers at 1.30pm

Presentation by Guest **speakers from the Department of Housing & Public Works**
Mr Mick Gooda (First Nations Advisor on Indigenous Housing) Mr Rick Healey and Mr Benjamin (B.J) Thompson – around the **Community Housing Action Plan**.

Mick Gooda gave a PowerPoint presentation and tabled the ATSI Housing Action Plan 2019-2020 as well as a housing information pack and a discussion followed on how the community and council need to drive the Community Housing Plan as they are best placed to understand the unique requirements of their community.